



STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY
2478 Fairview Drive
Carson City, Nevada 89701
Phone (775) 684-2500 Fax (775) 684-2570

Nevada Division of Forestry Request for Proposals
Urban Forestry Revitalization Funds Available
For Spanish Tree Care and Green Industry Training, Washoe County

The Nevada Division of Forestry (NDF) Urban and Community Forestry Program is requesting proposals for 2009 American Recovery and Reinvestment Act (ARRA) funding for training for the Spanish speaking green Industry/landscape workforce in Washoe County and surrounding counties. The focus of ARRA is to stimulate the economy and create jobs or retain positions. This goal of this project is to improve the awareness, management and care of Nevada's urban trees and improve employability skills and job retention of Spanish speaking green industry workers.

This project is to provide Spanish language landscape management classes to improve tree care and landscape management skills and increase worker safety, improve English language skills, and develop and implement a program to improve worker employability skills.

Funding Availability

Minimum grant request - \$5000, and in increments of \$2,500 up-to a maximum grant request of \$15,000. NDF reserves the right to partially fund projects.

Eligible Projects

- Urban forestry, and tree and landscape management classes in Spanish and English that offer, at a minimum, training in tree pruning and planting, worker protection and pesticide safety.
- Classes to develop and enhance employability skills and increase job retention.
- Classes to prepare workers for the International Society of Arboriculture (ISA) arborist or tree climber certification.
- Follow-up surveys of class participants and green industry employers.
- Outreach may include potential participants from other counties in Nevada.

Project Requirements

- Training sessions must start by May 31, 2010.
- Personnel billed to the project must receive prevailing wages and Health and Welfare Benefits (Section 1606 ARRA). Wage rate determinations may be made by visiting <http://www.wdol.gov/sca.aspx#0>, and inputting state, county, and other project-specific information.
- Training sessions must be offered free-of-charge to participants with the exception of fees for refreshments. Refreshments costs are not eligible for funding.
- Training sessions must be open to the public.

- Projects must include workshop participant surveys.
- Projects must include an evaluation plan to follow-up with participants to determine benefits of training in retaining jobs, finding jobs, and effects on salaries.
- U.S. Forest Service must be acknowledged in publications, audiovisuals and electronic media developed as a result of this award. Public notices must also recognize funding provided by ARRA, similar to the citation at the end of page 3 of this announcement.

Eligible Costs

Eligible costs include outreach, meeting room rental, training materials, speaker costs, program development, and salaries and benefits. Government agencies and non-profit organizations may request up to 7% for administrative costs. Up to \$200 is eligible for trees up to 15-gallon size and up to \$250 is eligible for pruning equipment to be used in demonstrations and/or distributed to participants. Applicants are encouraged to find partners or sponsors to donate these supplies. Any trees purchased with this funding must be planted on public, but non-federal, property using location(s) described in the grant proposal. Subgrantee must follow Section 1605 ARRA 'Buy American Act' that requires any equipment and products purchased with federal funds be, to the extent practicable, be American-made.

Grant Timelines

Proposals are due no later 5:00 p.m. Monday, January 29, 2010.

Notification of Funding Decision will be by end of business, February 12, 2010.

Project time lines

- Tentative final approval and *tentative* grant start date is March 5, 2010, however the project start date will vary depending upon the final signature (that of the State Forester) date on the Notice of Sub-Grant Award.
- The first training session must be completed by May 31, 2010 and all training sessions completed by May 31, 2011.
- The end of the grant period is **December 31, 2011**.

Reporting and Reimbursement Requirements

- Progress reports are due weekly.
- The project evaluation (see *Format Outline section D.*), final report, expense budget with documentation and a final reimbursement request are due **December 31, 2011**. Final reimbursement requests must include a final report.
- Unless grantee demonstrates a need for a cash advance, payment of grant funds shall be made on a reimbursement basis documented both by receipts, dated within the grant period, and proof of payment to the vendor. Cash advances cannot exceed the funding amount needed for a 30-day period. All incurred costs must be compliant with the approved budget in the Notice of Sub-Grant Award, the original application and the scope of work. Administrative costs will be reimbursed at a rate included in the application budget and agreed upon in advance.
- Grantees who fail to submit a reimbursement request and final project report or request for extension by **November 1, 2011** may **forfeit their grant funding**.
- Twenty-five percent (25%) of the total grant amount will be withheld until an NDF representative has verified the scope of work is complete, as agreed upon in the Notice of Grant Award.

Minimum Evaluation Criteria

- Applicants from Washoe County will receive higher ranking for funding.
- Proposals meet eligibility and project requirements.
- Degree project increases awareness of tree management and care.
- Degree project encourages English language skills.
- Level of partners and support.
- The plan to follow-up with participants and employers will evaluate degree jobs were retained or participants hired.

Grant Application Instructions

- Complete and submit the Grant Application Summary, page four (and page five if any trees will be planted) and use as the proposal cover page.
- Develop a scope of work, budget and evaluation using the format outline.
- Submit proposals by email to sstead@forestry.nv.gov no later than 5:00 p.m. January 29, 2010.
- Faxed copies or late applications will not be accepted.

For additional information contact:

Susan Stead, Urban Forestry Program Coordinator, Carson City, (775) 684-2506.

Grant Proposal Format Outline

A. Cover Page. Complete the *Application Summary* form on page 3.

B. Scope of Work. Should include, at a minimum, a description of the project and timelines and details on the proposed outreach, training sessions and instructors.

C. Estimated Budget: Provide a budget of estimated grant funded expenses in the following format:

FUNDING CATEGORY Provide with line item details and subtotals.	Line Item Subtotal	NDF GRANT FUNDING REQUESTED
Personnel / Labor		
Travel		
Operating / Supplies		
Contractual (Sub-Contractor)		
Administration / Overhead		
TOTALS		

D. Follow-up. Describe how you will measure the success of the training sessions based on surveys made at each workshop. Complete follow-up surveys within six months of completing the workshop(s) to determine the results of training in retaining or finding jobs and effects on salaries. This evaluation report is due with the final report and reimbursement request.

Funding for this project was provided by the American Recovery and Reinvestment Act of 2009. USDA is working to implement provisions of the American Recovery and Reinvestment Act of 2009 (Recovery Act) to put Americans back to work and rejuvenate the nation's economy. The recovery act provided USDA with nearly \$28 billion in funding, of that, \$1.15 billion has been allocated to the Forest Service for project work in forest restoration, hazardous fuels reduction, construction and maintenance of facilities, trails, and roads, green energy projects and grants to States, tribes and private landowners.

**2009 Nevada Washoe County ARRA
URBAN FORESTRY REVITALIZATION
HISPANIC APPLICATION COVER PAGE**

Return with Scope of Work and budget to sstead@forestry.nv.gov

I. ADMINISTRATIVE INFORMATION

Applicant organization/agency:

Mailing address:

Administrator name and title:

Telephone: () FAX: () email:

State Vendor Number: Grant funds would be payable to

Federal DUNS #:

Project coordinator name/title:

Coordinator phone and email:

Alternate contact and phone or email:

Fiscal officer and phone or email:

II. PROJECT SUMMARY

a) Title:

b) Brief Description:

III. PROJECT BUDGET *Provide additional detail with scope of work/project narrative as needed.*

Funds requested \$	TOTAL	
FUNDING CATEGORY Provide with line item details and subtotals under each category.	Line Item Subtotal	NDF GRANT FUNDING REQUESTED
Personnel / Labor		
Travel		
Operating / Supplies		
Contractual (Sub-Contractor) A copy of each contract will need to be provided to NDF.		
Administration / Overhead (%)		

IV. CULTURAL RESOURCES *Complete only for tree planting projects.*

This section to be completed *only* if trees will be purchased with this grant funding. This information need not be provided at this time, but if this proposal is approved, we will require the information when the Notice of Grant award is returned.

Project location and cultural resource question, provide for each project address.

Address 1: Park/site Name:

Legal description: Name of USGS Quad map name & date

7.5 or 15 minute (**circle one**)

Township : Range . _____corner of Section #

Cultural resources Have any environmental assessments, or archaeological or cultural resource surveys or inventories been completed for this site? *If yes, please attach one (1) copy with your grant proposal.*

Is this project is in a developed setting, existing park or landscape, or at a site that has previous disturbance from, for example, agriculture, construction, school grounds, parks, or roads? Describe what is currently on the site or what site preparation activities are completed:

Address 2: Park/site Name:

Legal description: Name of USGS Quad map name & date

7.5 or 15 minute (**circle one**)

Township : Range . _____corner of Section #

Cultural resources Have any environmental assessments, or archaeological or cultural resource surveys or inventories been completed for this site? *If yes, please attach one (1) copy with your grant proposal.*

Is this project is in a developed setting, existing park or landscape, or at a site that has previous disturbance from, for example, agriculture, construction, school grounds, parks, or roads? Describe what is currently on the site or what site preparation activities are completed: